

City of Kankakee, Secretary – Office of the City Clerk

Department: Office of the City Clerk

Location: 304 S. Indiana Avenue, Kankakee, IL 60901

Date Posted: May 16, 2018

Job Summary:

As Secretary to the City Clerk, you will perform diverse secretarial duties and administrative functions requiring confidentiality, initiative and sound decision-making for a manager or a team of principals. You will rely on excellent organizational skills and the ability to effectively handle multiple priorities. You will need to adapt procedures, processes and techniques to the completion of assignments and in line with the City Clerk's Office activities and goals. Duties may be expanded to include coordinating meetings, coordinating travel arrangements, preparing presentation materials, ordering and maintaining supplies, submitting expenses and/or review incoming correspondence and prepare responses. Additionally, you will exercise independent judgment, escalating serious or unique problems to higher levels. You may provide direction and guidance to less experienced team members.

DUTIES AND RESPONSIBILITIES

- Develop, maintain, and revise agendas for City Council Meeting, Committee's, City-Ordinances, and By-Laws, and distribute as appropriate to senior City officers and managers in a timely manner;
- Exhibits increased proficiency in duties and expanded knowledge and application of software packages
- Knowledge of general office procedures (e.g., filing, correspondence, scheduling)
- Ability to adapt procedures, processes and techniques to the completion of assignments
- Coordinate and maintain information received from directors on an ongoing basis;
- Update and maintain electronic city files, databases, and directories;
- Effective interpersonal skills
- Superior oral and written communication skills
- Excellent telephone etiquette
- Advanced ability to organize
- Tact and good judgment in confidential situations and proven experience interacting with senior management

Experience, Training and/or Education:

Minimum requirements: Skills and abilities normally associated with the completion of an Associate's Degree in Business or formal secretarial training and at least three years of experience. Strong PC skills. Proficient knowledge of MS Word, Excel, and PowerPoint required.

How to Apply/Application Deadline:

Interested applicants should apply online with résumé, cover letter, and contact information for three professional references by April 15, 2018 to Carolyn A. Croswell/Director of Human Resources cacroswell@citykankakee-il.gov. The City of Kankakee is an equal opportunity employer. (EOE)